

Request for Proposals # S00R0400014
Temporary Agency Administrative Assistant Staffing Services
Questions & Responses # 2
June 10, 2010

This list of Questions and Responses is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements, which are stated in the following questions of potential offerors, are not binding on the State, unless the State expressly amends the RFP through an addendum. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the potential offeror asking the question as to what the contract does or does not require.

Questions and Responses

Question: What is the anticipated volume of administrative staff you will need on an annual basis?

Response: It depends upon the needs in the department. We used approximately 12-15 administrative temps this past year and the assignments varied as much as one day to six months or longer.

Question: We are a Maryland MBE with experience providing staff augmentation services in Financial and Administrative roles. We would be interested in reaching out to prime contractors interested in these two RFPs, in particular any incumbent. Could you provide us with the email list of firms that have submitted questions and the prime contractor on these two RFPs?

Response: Procurement law does not allow us to release names of firms asking questions to solicitations. However, we may release the vendor lists we used when notifying vendors about these solicitations. Please let us know if you want the vendor lists we used to announce these solicitations and we will be glad to send to you (goldmana@mdhousing.org). The current financial services temp contractor is Premier Staffing, and the current administrative staffing temp contractor is AU & Assoc.

Question: How will we know if the living wage applies to us (bidder) if we don't know how much the contract is valued and how many temps one agency will have (if it's more than 10 employees and valued at \$500,000 or less than 10 employees and valued at \$100,000) to base our bid on?

Response: The contract to be awarded is not anticipated to exceed \$100,000. See question one above re. estimated number of temps.

Question: Is this a multi awarded contract or just one vendor will be awarded the contract?

Response: Just one vendor.

Question: I am trying to fill out my bid and some of the pages seem to be locked making it unable to edit. I have tried to export to word but it comes out jumbled.

Response: We provided to all firms pdf files, as well as putting them on our procurement website. The department cannot send word documents on these solicitations as firms can change our wording. You cannot edit the pdf documents. Print out please and fill in the information. If you need more space, you can attach an additional page.